

North Fork Rancheria Indian Housing Authority
57907 Old Mill Site Court
North Fork, CA 93643
(559) 877-7360

Board of Commissioners Meeting Minutes
Zoom Meeting
May 6, 2020
5:00 pm

Commissioners Present

Thomas Galt
Bobby Hale
Richie Cline
Christopher Aguirre
Shannon Wentworth
Elaine Fink
Katrina Guitierrez
Jacquie Van Huss

Commissioners Absent

Staff

Paul Irwin
Debora Kerns Barba
Bernice Polkenhorn

Guests

Maryann McGovran

A. **CALL TO ORDER:**

Thomas Galt called the meeting to order at 5:10 pm.

B. **ROLL CALL AND QUORUM DETERMINATION:**

Roll was called and it was determined that a quorum was present.

C. **APPROVAL OF AGENDA:**

Bobby Hale motioned to approve the agenda, Richie Cline seconded, and the motion carried 8/0/0.

D. **APPROVAL OF MINUTES 4/22/2020:**

Christopher Aguirre motioned to approve the 4/22/20 meeting minutes, Richie Cline seconded, and the motion carried 8/0/0.

E. **REPORTS:**

(1) **Director:**

i. **2018 ICDBG – Cultural and Environmental Protection Center:**

The director reported that he is anticipating a progress set of construction documents on Friday. The director has also been coordinating with the Environmental Director and CFO to incorporate a backup generator into the design and construction documents, and are reviewing available funding sources.

The director is still awaiting sizing specifications and a cost estimate from the engineers so that this can be further explored.

ii. **2019 IHBG Competitive Funding - Infrastructure:**

The director reported that test pits are scheduled for tomorrow around the storm drainage basin to determine future expansion. He reported that staff has continued to have weekly calls with the engineers and reviewed and provided information necessary around the homes. Additionally, the road shoulder has been widened on the lower tier of housing if guardrails are desired in the future. The engineers have also been in contact with Travois regarding water meter connections and placement of electrical panels and HVAC condensers.

iii. **Low-Income Housing Tax Credits (LIHTC):**

The director reported that we received our point letter from the California Tax Credit Allocation Committee (CTCAC) last Wednesday, and they verified our application score as proposed. Travois informed us that they review applications from the top down and this indicates that they did not have any preliminary issues with our application. This also affirms that we are still the top applicant amongst others for the Native American Apportionment. Formal award is not anticipated until CTCAC's June 17th meeting. Travois subsequently informed us that the Yurok Tribe who they also assisted received a point letter, this applicant was in the second position for the Native American Apportionment and the two applications combined are anticipated to exhaust the apportionment for this fiscal year. Travois has started to send out an initial investor package to five investors, we will have the opportunity to review proposals with our attorney and our professional services agreement with Travois required a minimum of three investor proposals.

iv. **32886 Road 222, North Fork, CA 93643:**

The director reported that windows were installed last Thursday. The project manager is also reporting that the electrical wiring is 85% complete, HVAC is 35% completed, and 25% of siding has been removed and will be replaced. The crew has been on this project between other projects.

v. **Caltrans ATP Technical Assistance:**

The director reported that Caltrans has extended the Caltrans ATP Cycle 5 due date from June 15th to September 15th. The director had a web conference with the team yesterday, but future meetings will be bi-weekly due to the application extension.

vi. **Mill Site Road:**

The director reported that the contractor has provided a tentative construction schedule and started with the removal of paving today. May 6: start removing paving; May 8: grade staking; May 11-15: subgrade prep and compaction testing phase 1 and 2; May 18-22: water line installation phase 1,2,3; May 25-29: new paving installation Phase 1 and 2.

(2) **Chairperson:**

(3) **Other:**

i. **Financials:** Staff present the monthly financial report as of May 1, 2020.

ii. **Monthly Report:** Staff presented the monthly report for April 2020.

iii. **Maintenance Report:** Staff presented the monthly maintenance report for April 2020.

F. NEW BUSINESS:

(1) **USDA Rural Development Community Initiative Technical Assistance – Fresno State Community & Regional Planning Center/California Coalition for Rural Housing:**

The director reported that we have been selected to participate in an application to USDA for a Rural Development Community Initiative grant proposal that will provide technical assistance and training to us in various matters related to housing and community development. This is a 3-year funding cycle. We previously participated with California Coalition for Rural Housing as the applicant. The application will be a partnership between Fresno State's Community & Regional Planning Center and California Coalition for Rural Housing. The director wanted the BOC to be aware as we are offered to participate in various trainings that it will be in conjunction with this. Consensus of the BOC to participate.

G. OLD BUSINESS:

H. EXECUTIVE SESSION:

Bobby Hale motioned to go into executive session at 5:31 pm, Richie Cline seconded, and the motion carried 8/0/0.

(1) **XXL0719:**

The director reported on the approval of non-low emergency rental assistance.

(2) **57112 Rd. 225 #A:**

The director reported that all required documentation was received and the tenant received keys on May 1st.

(3) **57118 Rd. 225:**

The director reported that the tenants moved out of this unit on May 1st. The crew is currently preparing the unit, and the unit is anticipated to be ready by June 1st. A selection has been made from the waiting list, and will make available a two-bedroom to be filled from the waiting list.

(4) **Outdoor Maintenance & Rehabilitation:**

The director reported that Tribal Council has extended their COVID restrictions order to May 31st. Following May 31st, we will evaluate addressing outdoor maintenance work orders and previously approved outdoor rehabilitation tasks that do not require us to come in contact with tenants or homeowners. This can be further addressed at future meetings.

(5) **HUD CARES Act Funding:**

i. **IHBG:**

The director presented an updated CARES Act funding spreadsheet. Implementation guidance has been issued, as well as the abbreviated Indian Housing Plan (IHP) form necessary for release of funds already allocated pursuant to the funding formula. HUD is recommending we submit and allow for future amendment if necessary. No changes recommended to the funding plan, and the Director will seek to complete the IHP form and will email to the BOC and Tribal Council for approval to submit.

ii. **ICDBG:**

The director further reviewed the CARES Act funding spreadsheet prepared. The Tribe is anticipated to be lead applicant, and may be implemented through a memorandum of agreement with NFRIHA. The funding source will require an application to be submitted and implementation guidance has yet to be issued. Discussion held regarding eligible uses including acquisition and emergency payments. Further discussion and determination to be made upon publication of the funding opportunity and implementation guidance.

Debora Kerns-Barba and Bernice Polkenhorn exited meeting.

(6) **Rental Units:**

The BOC held discussion regarding a tenant's compliance with the rental agreement. The Director and a Commissioner will review the rental agreement and policies and draft a notice for BOC review.

Jacquie Van Huss motioned to come out of executive session at 6:30pm, Richie Cline seconded, the motion carried 8/0/0.

I. **NEXT MEETING:**

May 20, 2020 at 5:00 pm via Zoom Meeting.

J. **ADJOURNMENT:**

Jacquie Van Huss motioned to adjourn at 6:31 pm, Christopher Aguirre seconded, and the motion carried 8/0/0.

MINUTES TRANSCRIBED BY:

Bernice Polkenhorn
Bernice Polkenhorn, NFRIHA Office Assistant

COMMISSIONER APPROVAL

At a meeting of the Board of Commissioners of the North Fork Rancheria Indian Housing Authority, called and convened on the 20th day of May 2020 at which a legal quorum was present, these minutes were approved as written by a vote of 7 for, 0 against, and 0 abstaining.

Rich Cline
Commissioner

5-20-2020
Date

Bry Ehl
Commissioner

5/20/2020
Date